

# **KINCAID & ASSOCIATES, PC**

**Consulting Engineers**

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**Mechanical • Electrical • Plumbing • Fire Protection • Value Engineering**

P.O. Box 3476  
Lynchburg, Virginia 24503

828 Main Street, Suite 1402  
Lynchburg, Virginia 24504

phone: 434-455-1560  
fax: 434-455-1561

**To: All Document Holders**

**From: KINCAID & ASSOCIATES, PC**

**Date: August 23, 2010**

**Comm. No.: 10012**

**Project: DBVI Azalea Avenue Campus – Replace Fire Alarm System in Five (5) Buildings**  
**Project Code: 702-13942-29**

**RE: Addendum No. 1**

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Gentlemen:

Enclosed for your information is a copy of Addendum No. 1, including changes and modifications to the Specifications and Drawings, for the above referenced project.

Please attach this addendum to all copies of the Contract Documents in your possession so that they may be brought up-to-date.

Acknowledgment of receipt of this addendum is required on the Bid Form.

Sincerely,  
**KINCAID & ASSOCIATES, PC**

David A. Kincaid, PE

Enclosure

# KINCAID & ASSOCIATES, PC

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Date: **August 23, 2010**

Comm. No.: **10012**

Project: **DBVI Azalea Avenue Campus – Replace Fire Alarm System in Five (5) Buildings**  
**Project Code: 702-13942-29**

RE: **Addendum No. 1**

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At the time of submission of bids, written acknowledgment of receipt of this Addendum by the Bidder shall be made in the appropriate blank on the Bid Form.

This Addendum has been issued to all Document Holders on record with our office. Bidders shall see that all Sub-Contractors are properly notified of the applicable provisions herein.

The information in this Addendum supersedes any contradictory information or omission set forth in the Contract Documents, including all previous addendums.

**End of ADDENDUM NO. 1**

Addendum No. 1 dated August 23, 2010, to Bidding Documents for Department for the Blind and Vision Impaired – Richmond, VA: Replace Fire Alarm System in Five (5) Buildings at the Azalea Avenue Campus, Plans and Specifications dated August 4, 2010, K&A File No. 10012.

TO: PLAN HOLDERS OF RECORD

FROM: KINCAID & ASSOCIATES, PC  
828 Main Street, Suite 1402  
Lynchburg, VA 24504

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*This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated August 4, 2010, as noted below. Acknowledge receipt of this Addendum on the Bid Form. Failure to do so may subject Bidder to disqualification.*

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**GENERAL**

1. See attached Pre-Bid Conference Agenda, Pre-Bid Meeting Attendance and Qualified Bidders List.

END OF ADDENDUM NO. 1

# **Pre-Bid Conference**

PROJECT TITLE: Replace Fire Alarm Systems in Five (5) Buildings

PROJECT CODE: 702-13942-29

OWNER: DBVI

LOCATION: Azalea Avenue Campus, Richmond, VA

DATE/TIME: August 18, 2010 at 2:00 PM

OWNER'S PROJECT MANAGER: Richard B. Fisher

A/E Firm: KINCAID & ASSOCIATES, PC

RECORD OF ATTENDEES: See attached.

## **THE FOLLOWING ITEMS SHALL BE COVERED:**

INTRODUCTION of A/E and Agency Representatives

REQUEST FOR PROPOSAL

- Sealed Proposals received by DBHDS at the address listed in IFB on September 8, 2010 at 2:00 PM.
- Bids will be opened and read aloud at 2:00 PM on September 9, 2010 at the same location.

INSTRUCTIONS TO PROPOSERS

- **eVA Business Vendor Registration:** All bidders must be registered prior to award.
- **Conditions at the site.** If prospective bidders wish to re-visit the areas of the proposed work after today, they should contact Jesse Hairston to arrange follow-up visit.

- **Bid Guarantee** of 5% is REQUIRED. Successful bidder will be required to submit Performance Bond & Standard Labor and Material Payment Bond regardless of contract amount.
- **Preparation and Submission of Bids:** Bidders must have a valid Virginia Contractor License No. to qualify as a bidder.
- **Receipt of Proposals: Factors to take into account so your bid is on time:**
  - Security: Allow time for check-in at security desk.
  - Bid Officer must have bids in hand by date and time or they will be marked late and shall not be considered.
- **Building Permits:** Will be obtained by Owner. All other permits are the responsibility of Contractor.

#### PRE-BID QUESTIONS

- All written questions must be submitted on the Pre-Bid Question form and faxed or emailed (add number) to the A/E no later than Monday August 30, 2010.
- AE will respond to all pre-bid questions in the form of an Addendum and the Addendum will be faxed or emailed to you from the A/E.
- If responses are in the Contract Documents, the questions and responses will not be included in the Addendum.

#### BID FORM

- **Time for Completion** is 365 calendar days to completion. Final Completion within 30 days after the date of Substantial completion.
- Bid Form shall be filled out completely and signed and dated.
- GENERAL CONDITIONS DGS-30-54 (CO-7) 10/05 Edition applies to this project.
- SUPPLEMENTAL GENERAL CONDITIONS DGS-30-376

#### REVIEW PROJECT REQUIREMENTS AND SPECIFICATION DIVISIONS

- Bidders shall carefully review all of the technical sections of the project manual.
- Access to work is limited to the work schedule of the facility.

- Temporary Construction Facilities are required.
- Infection Control Issues: None.
- Security Issues: Up to one hour orientation meeting for all contractor and subcontractor employees.
- Water – Will be furnished by the Owner.
- Electricity - Will be furnished by the Owner.

#### GENERAL REVIEW OF DRAWINGS

- Project site limitations and access discussed.
- Review the other aspects of the project.
- Sequence of Construction:

#### QUESTION AND ANSWER PERIOD

- Responses to questions that may impact the scope of work and / or a proposal price proposal must be made in an Addendum to the Bidding Documents. Responses that only involve finding information that is already in the Bidding Documents may be made verbally during this Q&A period.
- An addendum will be issued that will include these meeting minutes, any questions, and a copy of the attendee sign-in sheet.

#### VISIT TO THE AREAS OF THE PROPOSED WORK

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Mechanical • Electrical • Plumbing • Fire Protection • Value Engineering

828 Main Street • Suite 1402 • Lynchburg, VIRGINIA • 24504

PHONE: 434-455-1560 FAX: 434-455-1561

## PRE-BID CONFERENCE AGENDA

**Project:** Replace Fire Alarm Systems in Five (5) Buildings

**Comm. No:** 10012

**Project Code:** 702-13942-29

**Held:** August 18, 2010

**Revision Date:**

**Location:** Department for the Blind and Vision Impaired

**Copy to:** all attendees, all document holders, file

### I. Project Personnel:

#### Engineer contacts:

	Representative	Telephone	Fax	e-mail
<b>Project Manager</b>	David A. Kincaid, PE	434.455.1560	434.455.1561	dkincaid@kincaid-assoc.com
<b>Electrical Engineer</b>				
<b>Mechanical Engineer</b>	Doug Kidd	434.455.1560	434.455.1561	dkidd@kincaid-assoc.com

#### Owner contacts:

Organization	Representative	Telephone	Fax	e-mail
DBHDS	Dick Fisher	804-371-0310	804-371-8898	dick.fisher@dbhds.virginia.gov
DBVI	Don Varney	804-399-0490		Don.varney@dbvi.virginia.gov

#### Additional contacts:

Firm Name	Representative	Telephone	Fax	e-mail
DBVI	Jesse Hairston	804-371-3001		Jesse.hairson@dbvi.virginia.gov

**Note:** All correspondence, inquiries, clarifications, changes, and requests for information shall be directed to the Project Manager as the single-point contact for action and direction.

For list of attendees, see Attachment A.

**II. Scope of Project:**

**A. Generally, the Work includes the following and other related work:**

1. Headquarters Building:
  - ❖ Replace fire alarm system with fully addressable system.
  - ❖ Building fire alarm panel will direct dial the fire department and annunciate the monitoring panel in the Dormitory Building.
  - ❖ Provide exit lights and emergency lights.
  - ❖ Provide Annunciator panel for daytime monitoring of campus fire alarm system.
2. Headquarters Building:
  - ❖ Provide wet pipe sprinkler system.
3. Stone House:
  - ❖ Provide a fire alarm system with fully addressable system.
  - ❖ Building fire alarm panel will direct dial the fire department and annunciate the monitoring panels in the Dormitory Building and the Headquarters Building.
  - ❖ Provide exit lights and emergency lights.
  - ❖ Modify exit doors hardware.
4. Dining Building:
  - ❖ Provide a fire alarm system with fully addressable system.
  - ❖ Building fire alarm panel will direct dial the fire department and annunciate the monitoring panels in the Dormitory Building and the Headquarters Building.
  - ❖ Provide exit lights and emergency lights.
  - ❖ Modify exit doors hardware.
  - ❖ Provide fiber optic connection to existing campus underground system by connecting to existing manhole adjacent to building and routing cable through existing underground conduit to building.
5. Recreation Building:
  - ❖ Provide a fire alarm system with fully addressable system.
  - ❖ Building fire alarm panel will direct dial the fire department and annunciate the monitoring panels in the Dormitory Building and the Headquarters Building.
  - ❖ Provide exit lights and emergency lights.
  - ❖ Modify exit doors hardware.
6. Dormitory Building:
  - ❖ Provide Annunciator panel at Security Desk for evening monitoring of campus fire alarm system.
7. Library Resource Center (LRC):
  - ❖ Replace fire alarm system with fully addressable system.
  - ❖ Building fire alarm panel will direct dial the fire department and annunciate the monitoring panels in the Dormitory Building and the Headquarters Building.
  - ❖ Provide exit lights and emergency lights.
  - ❖ Modify exit doors hardware.

**III. Confirmation of Bid Date and Time.**

- A. Bids will be received until September 8, 2010, at 2:00 pm, local prevailing time (according to the Bid Officer).

**IV. Project Review:**

- A. Drawings.  
B. Specifications.



## V. Project Schedule:

- A. Submit in Proposal.

## VI. Pre-Proposal Questions.

- A. Submit questions and requests for clarification on the form provided in the Specifications.
- B. Questions arising after the 5 (five) day cutoff cannot be addressed in time to notify all bidders fairly. In the event of any questions at that time, including requests for substitutions, the bidders are instructed to base their bid on the documents in-hand, including all issued addenda.

## VII. Special Concerns – None.

## VIII. Special Conditions – None.

## IX. Supplemental General Conditions.

## X. Equals and Substitutions.

- A. **Equals:** Any other brand, make or manufacturer of a product, assembly or equipment that is equivalent to that specified, considering quality, capabilities, workmanship, configuration, economy of operation, useful life, compatibility with design of the work and suitability for the intended purpose, and which is accepted as such by the Owner.
- B. **Substitutions:** Materials, products, equipment, or assemblies *that deviate from the requirements of the Contract Documents* but which the Contractor deems will perform the same function and have equivalent capabilities, service life, economy of operation, and suitability for intended purpose.
- C. Time frame for submitting **Substitutions:** within 5 (five) days prior to receipt of bids.

## XI. Logistics discussed:

- A. Staging areas – On site and will be identified at the Pre-Construction Meeting.
- B. Utilities and coordination – Don Varney will be the contact for utilities.
- C. Site limitations – Buildings as scheduled.
- D. Access to premises and adjacent spaces – no limitations.
- E. Contractor parking – At staging area and as directed by DBVI.
- F. Materials storage – At staging area.
- G. Contractor can use toilet facilities in the buildings – No, provide temporary facilities.
- H. Contractor will be required to have DBVI provided identification badges.

## XII. Security issues discussed

- A. Employees will not have to be screened by security. Use common sense as to which employees that are used on this project. Do not use employees with criminal records.
- B. Employees will have to go through an orientation.
- C. Work will be limited to the hours of approximately 7 AM to 6:00 PM.
- D. Obey all traffic signs, especially the posted the speed limits.
- E. No guns, tobacco products, drugs, alcohol beverages.

## XIII. Protection of Adjacent Areas and Facilities.

- A. Coordination with Owner, Occupants and Neighbors.

**XIV. Proposal Documents and Addenda.**

- A. Drawings and Specifications.
- B. Acknowledgment of receipt of all addenda shall be required.

**XV. Separate Owner Contracts and Other Construction Projects that will be on going during this project. It is not anticipated that these projects will affect the implementation of this project.**

- A. Administration/Activities Building – Roofing project and renovation project.
- B. Other projects will also be on going.

**XVI. Bidders Questions:**

- A. All materials per building will need to be on site before start of construction.
- B. DBHDS handles all special inspections unless indicated otherwise.
- C. The Plan Holders List will be included in the Addendum.

**XVII. Issuance of this Agenda will be issued to all attendees, listed parties and document holders after incorporating specific issues of this project.**

**XVIII. Additional discussion items.**

- A. Specifications and drawings list three manufacturers names. Other manufacturers need to submit substitution request.
- B. There will be no utility shutdowns without coordinating with DBVI.
- C. A Bid Bond as well as Performance Bond will be required.
- D. Inspections will be provided by DBVI (Don Varney) and State Fire Marshall.
- E. Last day for questions that will affect pricing will be Monday August 30, 2010. Non monetary questions can be submitted until Wednesday September 1, 2010.
- F. DBVI will provide any contractor needed utilities.

**PRE-BID MEETING ATTENDANCE**

**DATE:** August 18, 2010  
**PROJECT CODE:** 702-13942-29  
**PROJECT:** Replace Fire Alarm Systems in Five (5) Buildings

<b>NAME</b>	<b>COMPANY</b>	<b>PHONE/FAX</b>	<b>EMAIL</b>
David A. Kincaid	Kincaid & Associates, PC	434-455-1560 434-455-1561 Fax	<a href="mailto:dkincaid@kincaid-assoc.com">dkincaid@kincaid-assoc.com</a>
Dick Fisher	DBHDS	804-371-0310 804-371-8898 Fax	<a href="mailto:dick.fisher@dbhds.virginia.gov">dick.fisher@dbhds.virginia.gov</a>
Eva F. Ampey	DBVI	804-371-3110 804-371-3140 (Operator)	<a href="mailto:eva.ampey@dbvi.virginia.gov">eva.ampey@dbvi.virginia.gov</a>
Jesse Hairston	DBVI	804-371-3001	<a href="mailto:jesse.hairston@dbvi.virginia.gov">jesse.hairston@dbvi.virginia.gov</a>
Dan Varney	KCI-Tech	804-399-0490 (cell)	<a href="mailto:dan.varney@dbvi.virginia.gov">dan.varney@dbvi.virginia.gov</a>
Dan Long	DBHDS	804-840-7379	<a href="mailto:dan.long@dbhds.virginia.gov">dan.long@dbhds.virginia.gov</a>
Mark Belcher	Fire Protection Equip. Co.	804-262-1594	<a href="mailto:markbelcher.fpec@verizon.net">markbelcher.fpec@verizon.net</a>
John Hazelwood	Commonwealth Electrical Service	804-737-4944 866-303-4667 Fax	<a href="mailto:john@commonwealthelectricalservice.com">john@commonwealthelectricalservice.com</a>
Paul Joyce	Communication Specialists	804-559-4274 804-559-4479 Fax	<a href="mailto:paul.joyce@csisystems.net">paul.joyce@csisystems.net</a>
Nick Sgro	Diebold Fire Services	804-743-4224 804-743-0615 Fax	<a href="mailto:nick.sgro@diebold.com">nick.sgro@diebold.com</a>
Sam Waldron	United Gen. Contractors	804-745-4087 804-674-5825 Fax	<a href="mailto:unitedinc@mindspring.com">unitedinc@mindspring.com</a>
William Jones	Honemac, LLC	804-253-2521 804-279-8770 Fax	<a href="mailto:honemac@msn.com">honemac@msn.com</a>
D.H. Collier	CES, LLC	804-737-4944	<a href="mailto:dhc@commonwealthelectricalservice.com">dhc@commonwealthelectricalservice.com</a>
Anthony Tucker	Simplex Grinnell	804-614-0655 804-261-0014 Fax	<a href="mailto:atucker@simplexgrinnell.com">atucker@simplexgrinnell.com</a>
Danny Vaughn	Simplex Grinnell	804-727-3890	<a href="mailto:dvaughn@simplexgrinnell.com">dvaughn@simplexgrinnell.com</a>

**PREBID MEETING ATTENDANCE**

DATE: August 18, 2010

**PROJECT CODE:** 702-13942-29

**PROJECT:** Replace Fire Alarm Systems in Five (5) Buildings

[illegible]

**DATE:** August 18, 2010  
**PROJECT CODE:** 702-13942-29  
**PROJECT:** Replace Fire Alarm Systems in Five (5) Buildings

[illegible]

ATTENDEES REGISTRATION FORM  
MANDATORY PRE-BID CONFERENCE

IFB No. 10-08

REPLACE FIRE ALARM SYSTEMS IN FIVE (5) BUILDINGS  
DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

PROJECT CODE 702-13942-29

2:00 pm EDT, Wednesday, August 18, 2010

Name of Person Attending: MARK BELCHER

Firm FIRE PROTECTION EQPT. CO.

Firm's Address 7206 IMPALA DR.  
street or po box

RICHMOND, VA. 23228  
city, state, zip code

Firm's Phone Number 804-262-1594

Firm's Fax Number 804-262-1023

Firm's email Address markbelcher.fpec@verizon.net

Note: Firms submitting bids must be registered as eVA Vendor to be awarded contract.  
Firms submitting bids must be on EFT direct deposit with Commonwealth of Virginia Department  
of Accounts to be awarded contract.

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MANDATORY PRE-BID CONFERENCE

IFB No. 10-08

REPLACE FIRE ALARM SYSTEMS IN FIVE (5) BUILDINGS  
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PROJECT CODE 702-13942-29

2:00 pm EDT, Wednesday, August 18, 2010

Name of Person Attending: JOHN HAZELWOOD

Firm COMMONWEALTH ELECTRICAL SERVICE

Firm's Address 2711 BUFORD ROAD, Suite. 305  
street or po box

RICHMOND VA 23235  
city, state, zip code

Firm's Phone Number 804-737-4944

Firm's Fax Number 866-303-4667

Firm's email Address JCH@COMMONWEALTHELECTRICALSERVICE.COM

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PROJECT CODE 702-13942-29

2:00 pm EDT, Wednesday, August 18, 2010

Name of Person Attending: PAUL JOYCE

Firm COMMUNICATION SPECIALIST

Firm's Address 7272 JACKSON AVENUE  
street or po box

MICHAMOREVILLE, VA. 23111  
city, state, zip code

Firm's Phone Number 804.559.4479

Firm's Fax Number 804.559.4479

Firm's email Address PAUL.JOYCE@CSISYSTEMS.NET

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MANDATORY PRE-BID CONFERENCE

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PROJECT CODE 702-13942-29

2:00 pm EDT, Wednesday, August 18, 2010

Name of Person Attending: Nick Sgro

Firm Diebold Fire Services

Firm's Address 7800 Whitepine Rd.  
street or po box

Richmond, Va. 23237  
city, state, zip code

Firm's Phone Number 271-8338

Firm's Fax Number 743-0615

Firm's email Address nick.sgro@diebold.com

Note: Firms submitting bids must be registered as eVA Vendor to be awarded contract.  
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IFB No. 10-08

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DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

PROJECT CODE 702-13942-29

2:00 pm EDT, Wednesday, August 18, 2010

Name of Person Attending: SAM WALDRON

Firm UNITED GEN. CONTRACTORS

Firm's Address PO Box 13501 Richmond VA / 2701 Goodbridge RD  
street or po box Ric

Richmond VA 23832  
city, state, zip code

Firm's Phone Number 804 7454087

Firm's Fax Number 804 6745825

Firm's email Address UNITEDINC@midspring.com

Note: Firms submitting bids must be registered as eVA Vendor to be awarded contract.  
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IFB No. 10-08

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DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

PROJECT CODE 702-13942-29

2:00 pm EDT, Wednesday, August 18, 2010

Name of Person Attending: WILLIAM JONES

Firm HONEYMAC, LLC

Firm's Address 2108 W. LABURNUM AVE # 115  
street or po box

RICHMOND, VA 23227  
city, state, zip code

Firm's Phone Number 804 279 8780

Firm's Fax Number 804 279 8770

Firm's email Address HONEYMAC@MSN.COM

Note: Firms submitting bids must be registered as eVA Vendor to be awarded contract.  
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IFB No. 10-08

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DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

PROJECT CODE 702-13942-29

2:00 pm EDT, Wednesday, August 18, 2010

Name of Person Attending: ANTHONY TUCKER

Firm SIMPLEX GRINNELL

Firm's Address 8555 Magellan Parkway Ste 1000  
street or po box

RICHMOND VA 23227  
city, state, zip code

Firm's Phone Number 804 727-3890

Firm's Fax Number 804 261 0014

Firm's email Address ATUCKER@SIMPLEXGRINNELL.COM

Note: Firms submitting bids must be registered as eVA Vendor to be awarded contract.  
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DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

PROJECT CODE 702-13942-29

2:00 pm EDT, Wednesday, August 18, 2010

Name of Person Attending: David Herrmann

Firm SimplexGrinnell

Firm's Address 8555 Magellan Dr Suite 1000 Richmond, Va 23227  
street or po box

Richmond, Va 23227  
city, state, zip code

Firm's Phone Number (804) 727-3890

Firm's Fax Number (804) 261-0014

Firm's email Address dherrmann@simplexgrinnell.com

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PROJECT CODE 702-13942-29

2:00 pm EDT, Wednesday, August 18, 2010

Name of Person Attending: JOHN LEE MOORE

Firm VSC FIRE + SECURITY, INC.

Firm's Address 9424-J ATLEE COMMERCE BLVD.  
street or po box

ASHLAND, VA. 23005  
city, state, zip code

Firm's Phone Number PHONE: 804-412-1330 DIRECT: 804-412-1343

Firm's Fax Number 804-412-1331

Firm's email Address JLMOORE@VSCFS.COM

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